

**Fact Sheet  
June 2004**

# Universal Waste Electronic Devices and Cathode Ray Tube Material Handlers



## NOTIFICATION AND REPORTING REQUIREMENTS

*DTSC is one of  
six Boards and  
Departments  
within the  
California  
Environmental  
Protection Agency.  
The Department's  
mission is to  
restore, protect  
and enhance the  
environment, to  
ensure public health,  
environmental  
quality and  
economic vitality,  
by regulating  
hazardous waste,  
conducting and  
overseeing cleanups,  
and developing and  
promoting pollution  
prevention.*

State of California



California  
Environmental  
Protection Agency



 Printed on Recycled Paper

In response to the Electronic Waste Recycling Act of 2003 (Recycling Act), (Senate Bill 20 (Sher)), the Department of Toxic Substances Control (DTSC) adopted emergency regulations that require notification and reporting requirements for handlers of universal waste electronic devices (UWED)s and cathode ray tube (CRT) materials. The new regulations became effective on June 7, 2004. This fact sheet summarizes the notification and annual reporting requirements.

The notification of intent and annual report requirements apply to UWED handlers and CRT Material handlers.

A handler of UWED or CRT materials is any owner or operator of a facility who receives, generates, accumulates, stores, treats and/or recycles UWED or CRT material or sends the UWED and CRT material to another handler or to a destination facility. For further clarification on the definition of UWED and CRT material handlers refer to California Code of Regulations, title 22 section, 66273.9.

The information that must be submitted by either a UWED and/or CRT material handler is included in DTSC's Form 1382. Form 1382 can be downloaded from DTSC's Web site at, [www.dtsc.ca.gov/HazardousWaste/CRTs/HWM\\_FRM\\_Ewaste\\_1382.pdf](http://www.dtsc.ca.gov/HazardousWaste/CRTs/HWM_FRM_Ewaste_1382.pdf)

The new requirements include both a "notification of intent" to collect or treat and/or recycle and an "annual report" requirement. The 'notification of intent' is submitted to DTSC "upfront," and the 'annual report' is an "after-the-fact" account of the activities that occurred during the previous calendar year. **UWED and CRT material handlers who currently collect and or conduct treatment and/or recycling activities must provide notification by July 7, 2004.**

UWED and CRT material handlers must notify of intent to handle and/or conduct treatment and/or recycling once and submit an annual report thereafter.

### Notification and Reporting Requirements

The notification and reporting requirements are found in Cal. Code of Regulations, title 22 sections 66273.13(d), and 66273.33(d), for small quantity and large quantity UWED handlers, respectively. The notification and reporting requirements for CRT material handlers are in sections and 66273.82 and 66273.83.

Any person who intends to handle UWED or CRT materials from an offsite source after **August 6, 2004** must submit to DTSC by certified mail with return receipt requested a notification containing the information summarized in Table 1 no later than **30 days prior to accepting** any UWED or CRT materials.

Similarly, handlers who intend to conduct treatment and/or recycling, i.e. resource recovery activities, must submit to DTSC by certified mail, with return receipt requested, a notification containing the information summarized in Table 1 no later than 30 days prior to treating or recycling any UWED or CRT materials. In addition, handlers who treat and/or recycle UWED or CRT materials must provide a notice within 30 days after ceasing treatment or recycling activities.

### Annual Report

Handlers of UWED or CRT materials<sup>1</sup> must submit an annual report by February 1 of each calendar year beginning in February 1, 2005. The annual report can be submitted in writing or electronically. The information that is submitted must cover handling activities of UWED and CRT materials for the previous calendar year.

UWED and/or CRT materials handlers who conduct treatment and or recycling activities must prepare and submit an annual report to DTSC. The annual report must be delivered by certified mail, return receipt requested, to DTSC by February 1 of each calendar year. The report shall be dated and signed according to the requirements of California Code of Regulations, title 22, section 66270.11 and shall include the information summarized in Table 1 for the previous calendar year:

### Submitting a Notification and/or Report

DTSC is developing an electronic database that will allow all notifications and reports to be submitted electronically in the future. However, until that system is operational, the information must be submitted in written form, certified mail, return receipt requested.

Notice of Intent to Handle (DTSC Form 1382) can be submitted electronically by down loading the *interactive* form from DTSC's Web site at [www.dtsc.ca.gov/HazardousWaste/CRTs/HWM\\_FRM\\_ewaste\\_interactive\\_v2.doc](http://www.dtsc.ca.gov/HazardousWaste/CRTs/HWM_FRM_ewaste_interactive_v2.doc). Submit the completed form to DTSC at [uwhandle@dtsc.ca.gov](mailto:uwhandle@dtsc.ca.gov).

### Submit written notifications to the following address by certified mail, return receipt requested:

Department of Toxic Substances Control  
Hazardous Waste Management Program  
Regulatory Program Development Division  
P.O. BOX 806, Sacramento, CA 95812-0806  
Attention: UWED/ CRT Materials Handling Activities

### For More Information

For more information related to the Recycling Act or UWED or CRT materials handling, log on to <http://www.dtsc.ca.gov/HazardousWaste/CRTs/SB20.html> or call (916) 323-9219.

### Disclaimer

This fact sheet provides general information regarding UWED and CRT materials handling. Consult the statute and regulations before making any decision that may impact regulatory compliance.

The text of the regulations and related information is available on DTSC's Web site at [www.dtsc.ca.gov/LawsRegulationsPolicies](http://www.dtsc.ca.gov/LawsRegulationsPolicies) and in [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html) under Health and Safety Code, Division 20 Chapter 6.5 Article 10.3 and / under title 22, Division 4.5 chapter 23.

<sup>1</sup> CRT material handlers that accept 5 or less CRTs, five or less CRT devices, or 100 kilograms or less of CRT glass per calendar year from an offsite source are not required to submit an annual report to DTSC for those universal waste handling activities. California Code of Regulations, title 22, § 66273.82 (b)(1)

Table 1

## Summary of Contents in Notifications and Annual Reports Applicable to UWED and CRT Material Handlers

If you... **currently collect** UWED and/or CRT material, but do not treat or recycle it, you must file a notification of intent to handle by July 7, 2004

If you... **plan to collect** UWED and/or CRT material, but not treat or recycle it, you must file a notification of intent to handle 30 days before handling.

If you... **currently treat and/or recycle** UWED and/or CRT material, you must file both a notification of intent to handle AND a notification of intent to treat and/or recycle by July 7, 2004

If you... **plan to treat and/or recycle** UWED and/or CRT material, then you must file both a notification of intent to handle and a notification of intent to treat and/or recycle 30 days before you begin handling.

### Notification of Intent to Handle

1. Name of handler;
2. Telephone number of handler;
3. Type of handler for purposes of Public Resources Code, division 30, part 3, chapter 8.5 (i.e., collector, recycler, or dual entity);
4. Mailing address of handler, and physical address, including county, if different from the mailing address;
5. Name of the contact person;
6. Telephone number of the contact person;
7. An e-mail address for the contact person or organization, if available;
8. The types of UWED and/or CRT materials expected to be handled;
9. The sources of UWED and/or CRT materials (i.e., residential collections, business asset recovery, other collectors, etc.).

### Notification of Intent to Treat and/or Recycle

1. Handler's name and mailing address;
2. Name and business telephone number of the contact person who should be contacted regarding universal waste management activities;
3. The name, mailing address and telephone number of the owner of the facility;
4. A description of the type of UWED or CRT materials that will be treated;
5. A description of the treatment processes to be used;
6. Documentation that the facility operator has notified the facility property owner (if different from the operator of the facility) that the operator is conducting treatment or recycling operations at the facility.
7. Documentation demonstrating financial assurance for closure
8. Documentation demonstrating financial responsibility for liability

### Annual Report

*due February 1, 2005 and yearly thereafter*

1. The name, address, telephone number, physical location and a description of the facility;
2. The mailing address of the business entity that owns and operates the facility;
3. The name, title and telephone number of contact person at the facility who should be contacted regarding UWED or CRT materials management activities at the facility;
4. The facility EPA Identification number, if required;
5. An e-mail address for the contact person or organization, if available;
6. The number of days each facility operated;
7. The total quantity (count or weight) UWED or CRT materials (with their respective types or categories) handled, treated or recycled by the handler during the previous year;
8. The treatment or recycling method used for each UWED or CRT materials treated by the facility;
9. A list including the names, addresses, and phone numbers of each location that the handler shipped UWED and/or CRT materials to during the previous year and the total quantity of UWED and/or CRT materials (count or weight) shipped to each location.